

October 28, 2013

Office of the Director of Purchasing:

Shelly Albert
Purchasing Officer

ADDENDUM NO. 1
VARIOUS CONSTRUCTION PROJECTS UNDER THE SMALL PURCHASE LIMIT
ON THE EDWARDSVILLE, ALTON, AND EAST ST. LOUIS CAMPUSES OF
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
KNOWN AS "QUOTATION NO. 8932"

This addendum forms a part of the bidding and contract documents and modifies the bidding documents. Acknowledge receipt of this addendum in space provided on Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

The question deadline was October 28, 2013 at 12:00 noon CDT. No further questions will be answered or addressed.

QUESTIONS/ANSWERS:

Q1: Just confirming a bid bond is required?

A1: *Reference Item #13 on page 00100-4 of the bid document.*

Q2: Are there any exact parameters of what makes up overhead? Is it just office / clerical? Or is it supervision / general conditions / office / etc.?

A2: *Reference Page 00300-4 of the attached revised proposal section*

Q3: How would a typical order go? In other word, do we get a phone call from SIUE and the next day we have go to work, or do we get a call and we meet with SIUE and plan out the work and determine what Subs we need (if any) ??

A3: *As outlined in the specifications, for each project, SIUE or a SIUE authorized architect-engineer firm will develop a scope of work, solicit quotes from one or more of the contractors awarded these contracts, and then SIUE will select the contractor to be issued a project order for lump-sum, fixed-price or not-to-exceed amount, with a specific completion date.*

Site visits will be conducted or allowed and time provided to prepare quotes and commence work as appropriate for the scope and schedule requirements of each project.

Q4: Also, why is a Bid Bond/Bid Deposit required? Will the work we are asked to do require a Performance Bond? If a Performance bond is required, I would assume that is still considered "Cost" and not "Overhead or part of Fee", correct?

A4: *A bid bond/bid deposit is required for the reasons outlined in the Supplemental General Terms and Conditions, reference page 00800-50, Item 11.5. The cost of the indemnity bond is an overhead or mark-up cost. An additional performance bond will not be required for individual projects accomplished under these contracts.*

Addendum #1 consists of:
2 Pages of Text
11 Pages Revised Proposal Section 00300

RETURN ONE SIGNED COPY TOGETHER WITH YOUR PROPOSAL

Addendum No. 1 is hereby acknowledged.

Name of Bidder: _____

By: _____ Title: _____

Address: _____

Telephone: _____ Date: _____

PROPOSAL SHEETS FOR CONTRACT - Revised

DUE DATE: November 6, 2013, 2:00 p.m.

PROPOSAL SHEETS
TO FURNISH ALL LABOR AND MATERIAL
FOR VARIOUS CONSTRUCTION PROJECTS UNDER THE SMALL PURCHASE LIMIT
ON THE EDWARDSVILLE, ALTON, AND EAST ST. LOUIS CAMPUSES
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
KNOWN AS "QUOTATION NO. 8932"

Proposal of _____ (hereinafter called "Bidder"):

- a corporation organized and existing under the laws of the State of _____.
- a partnership consisting _____.
- an individual trading as _____.

Strike out inapplicable provision.

TO THE BOARD OF TRUSTEES SOUTHERN ILLINOIS UNIVERSITY GOVERNING
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
NANCY UFERT FAIRLESS, DIRECTOR
EDWARDSVILLE, ILLINOIS

Bidder, in compliance with the invitation for bids to furnish all labor, equipment, tools, material, insurance, overhead and profit, and other costs associated with construction (on an as-needed basis) on the Edwardsville, Alton and East St. Louis campuses of Southern Illinois University Edwardsville, having examined the specifications with related documents and site of proposed work, and being familiar with all conditions surrounding construction of proposed project including availability of materials and labor, hereby propose to furnish all labor, material, and supplies, and to perform project in accordance with Contract Documents within time set forth herein, and at prices stated below. These prices are to cover all expenses, including any applicable taxes, incurred in performing work required under Contract Documents, of which this proposal is a part.

This proposal consists of 11 pages

Signature of Bidder

PROPOSAL SHEETS FOR CONTRACT - Revised

Bidder acknowledges receipt of following addenda and has included such in his proposal:

Addendum No. I, dated _____
Addendum No. II, dated _____
Addendum No. III, dated _____

All proposals shall be submitted without modification or reservation on this form, with each space properly filled. Proposals not on this form may be rejected.

Bidder agrees that this transaction is subject to rules and regulations governing procurement and bidding at Southern Illinois University Edwardsville adopted pursuant to the Illinois Procurement Code.

The Bidder agrees to furnish all labor, equipment, tools, material, insurance, overhead and profit, and any other costs associated with the construction (on an as-needed basis) on the Edwardsville, Alton and East St. Louis campuses of Southern Illinois University Edwardsville, in strict accordance with the Instructions to Bidders, General Conditions, provisions of Specifications and Addenda (if any), for the sum/s as set forth below. The amounts calculated by the Bidder must be mathematically correct for the bid to be considered.

Estimated volume of work is \$500,000 annually per fiscal year. The quantities stated are estimates only that may meet SIUe's needs. SIUe will purchase only the quantity of construction needed during the stated period. This may be less than the quantity stated, however, prices submitted by bidder must be firm.

General construction during a one-year period, renewable annually for up to five more one-year periods, subject to the provisions as here in stipulated.

This pricing schedule reflects overhead and profit percentage mark-up charges for each one-year period. The total amount of overhead and profit calculated will be used to determine the lowest, responsible bidders and the percentages will be used in pricing project orders and any project order changes during each period:

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PROPOSAL SHEETS FOR CONTRACT – Revised

Period	Estimated Value of Labor (Note 1)	Multiplied by	Insert Overhead and Profit Percentage	Equals	Calculate amount of Overhead and Profit (to nearest dollar)
6-Month Period (FY '14)	\$150,000	X	%	=	\$
First Year Renewal (FY '15)	\$300,000	X	%	=	\$
Second Year Renewal (FY '16)	\$300,000	X	%	=	\$
Third Year Renewal (FY '17)	\$300,000	X	%	=	\$
Fourth Year Renewal (FY '18)	\$300,000	X	%	=	\$
Fifth Year Renewal (FY '19)	\$300,000	X	%	=	\$
				Calculate Total as sum of all periods:	\$

Note (1): Labor = hourly cash wages plus fringe benefits for training and apprenticeship programs approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training, health and welfare, insurance, vacations and pensions as defined under the Illinois Prevailing Wage Act.

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PROPOSAL SHEETS FOR CONTRACT – Revised

Note (2): Overhead and Profit Percentage, Subcontractor Mark-Up, and Material & Equipment Mark-Up may be different numbers, but in total should include all contractor costs not included in Labor as defined in Note (1), subcontracts, and the direct costs of materials and equipment as described in the AIA General Conditions subparagraph 7.3.6. Examples of such costs include but are not limited to supervision, insurance, small tools, bonds, permit fees, home and field office personnel and operations, legal, financing, accounting, estimating and preparing quotes, and other contractor general expenses not directly attributable to an individual project.

This proposal consists of 11 pages

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00300-4

PROPOSAL SHEETS FOR CONTRACT – Revised

Subcontractor and Material and Equipment mark-ups are provided only for use in pricing project orders and any project order changes during each period, and will not be used to determine the lowest bidders:

Period	Subcontractor Mark-Up	Material & Equipment Mark-Up
6-Month Period (FY '14)	%	%
First Year Renewal (FY '15)	%	%
Second Year Renewal (FY '16)	%	%
Third Year Renewal (FY '17)	%	%
Fourth Year Renewal (FY '18)	%	%
Fifth Year Renewal (FY '19)	%	%

Department of Human Rights Number: _____/Expiration: _____

In submitting this bid it is agreed that this may not be withdrawn for a period of ninety (90) days after scheduled closing time for receipt of bids. By mutual agreement by consent in writing from the Contractor, the bid may be held open for an additional period of time.

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PROPOSAL SHEETS FOR CONTRACT – Revised

Bidder understands that Owner reserves the right to reject any or all bids and to waive any technicalities and/or informalities in the bidding, and to award in such a manner as is deemed to best serve the needs of the University.

BIDDER'S CERTIFICATE

Bidder hereby certifies:

That this bid is genuine and is not made in interest or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation;

That the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid;

The bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training.

BID DEPOSIT

A Bid Deposit in the amount of \$25,000 is required from each Bidder.

The Undersigned agrees that the Bid Deposit, a Certified Check, Bank Draft, or Cashier's Check, (personal or company checks are not acceptable) in the amount of _____ (\$ _____)
(Dollars)

enclosed herewith, payable to Board of Trustees of Southern Illinois University governing Southern Illinois University Edwardsville, is the measure of liquidated damages which Southern Illinois University Edwardsville will sustain and that the proceeds thereof shall become the property of Southern Illinois University Edwardsville if, for any reason, the undersigned:

This proposal consists of 11 pages

Signature of Bidder

PROPOSAL SHEETS FOR CONTRACT – Revised

1. Withdraws the bid or proposal after the opening of the bids and prior to the time a formal written Agreement evidencing the Contract has been signed and delivered to University and a satisfactory performance payment bond has been furnished to University, whether or not the undersigned at the time of such withdrawal has been designated as the successful Bidder, or
2. Upon written notification of the award of Contract to him he fails to properly sign and deliver to University the written Agreement formally evidencing the Contract within ten (10) days after the written Agreement has been mailed to the undersigned for such execution, or
3. Fails to furnish indemnity bond as required by the Contract Documents to University within twenty (20) days after signing and delivering said written Agreement.

The Undersigned agrees that withdrawal of this bid proposal, or failure to sign the agreement shall automatically bar undersigned from any further consideration and terminate any and all rights undersigned may have acquired in, by, or through this bond or proposal.

The Contractor certifies that it is not barred from being awarded a Contract or Subcontract in accordance with the Illinois Procurement Code.

The Undersigned certified that they shall maintain an Illinois office as the primary place of employment for persons employed in the construction authorized by the contract in accordance with P.A 097-0369.

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PROPOSAL SHEETS FOR CONTRACT – Revised

If a Corporation:

Incorporated under the laws of: _____ (SEAL)

Name of Corporation: _____

State of: _____

Name and Title of Officers: _____

Address for Communication: _____

Foreign Corporation is responsible for obtaining A CERTIFICATE OF AUTHORITY to transact business in the State of Illinois. A Foreign Corporation is a corporation organized under the laws of a state or country other than Illinois. Contact: Secretary of State, (217) 782-6961.

Bidder certifies that it is a properly formed and existing legal entity (30 ILCS 500/1.15.80, 20-43); and as applicable has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

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PROPOSAL SHEETS FOR CONTRACT – Revised

PARTNERSHIP:

State names and City and State of residence of all partners:

Name of Partnership: _____

Name	City	State	Name of Partnership
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Name	City	State	Name of Partnership
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Address for Communication

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

State City and State of residence: _____

(dba – firm name): _____

(Name and Style of): _____

Address: _____

IF AN INDIVIDUAL:

State City and State of residence: _____

Name of Individual: _____

Address for Communication: _____

This proposal consists of 11 pages

Signature of Bidder

PROPOSAL SHEETS FOR CONTRACT – Revised

IF A JOINT VENTURE:

State Name, City and State of Residence of all Joint Ventures

Name	City	State
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Name	City	State
------	------	-------

Each Bidder, including each party or any joint venture, must complete proposal form by signing on proper signature line above and by supplying required information called for in connection with signature. Information called for is necessary in proper preparation of Contract. Please see that it is correct.

Each Bidder, including each party or any joint venture, must complete proposal form by signing on proper signature line above and by supplying required information called for in connection with signature. Information called for is necessary in proper preparation of Contract. Please see that it is correct.

When requested, the Contractor shall supply the labor needed to accomplish the work in an expeditious manner. Said labor shall be supplied at the prevailing hourly rate (as established by the Illinois Department of Labor) which includes welfare, pension, and vacation fringes.

The mark up on the above established labor rate, as requested on the quotation sheet shall cover all other costs of overhead plus mark up for profit.

Contractor shall furnish sufficient forces, plant and equipment, and shall work such hours (including night shifts, overtime, etc.) as may be necessary to insure the prosecution of the work in accordance with agreed upon progress schedule. If Contractor fails to meet the progress schedule, he shall, if demanded, increase the number of workers, use overtime, increase days of work, the amount of construction plant, or any combination of the above, sufficient to get the project onto the approved schedule. NOTE: Any overtime rates (to accomplish above) shall be at the Contractor's expense. However, in the event emergency
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PROPOSAL SHEETS FOR CONTRACT – Revised

overtime is required by the Coordinator for other than the above, it will be recognized as a University cost. If permission is granted verbally for such overtime, written confirmation shall follow.

The low bidder will be determined by the total amount of fees obtained by applying the bidder's percentage fees listed in the bid schedule.

The University reserves the right to award projects to a contractor that has not been awarded a contract against this RFQ, as is deemed in the best interests of the University.

Enclosures/Forms to be returned with bid:

1. DHR - PC Form I (to be completed & submitted to Chicago address if a valid # is not on file)
2. Prequalification Statement (**to be returned prior to the bid opening**)
 - 2a. Disclosure of Business in Iran (part of prequalification package)
 - 2b. Board of Elections Statement (part of prequalification package)
 - 2c. Certifications and Conflicts (part of prequalification package)
 - 2d. Vendors Legal Authorization (Certificate of Good Standing part of prequalification package)
 - 2e. Substance Abuse Policy (part of prequalification package)
 - 2f. References
3. Project Labor Agreement (to be returned with bid)
4. Standard Qualification, Certifications, Representations & Disclosures (to be completed by first-tier subcontractors of \$50,000 or more and returned with subcontract agreement within 20 days of award)
5. Certified Transcript of Payroll (informational)
6. Contractor Safety Program (informational)
7. Prevailing Wage Rates (informational)
8. Bid Bond (to be returned with bid)
9. New Disclosure and Financial Interest Form (to be returned with bid)
10. No Bid Reply Form

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